



TO: All DWD Employees

FROM: Charles R. Martindale, Deputy Commissioner
Administration & Finance/Controller

DATE: June 5, 2003

SUBJ: DWD Policy # 2002-54
State of Indiana Travel Rules and
Regulations

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PURPOSE: The purpose of this communication is to remind staff of the State Travel Rules and Regulations that are in effect. The rules are available in Folioview or upon request to the Accounts Payable Section.

RECISSIONS: DWD Communication C97P-2001 dated March 14, 1997.

CONTENT: All staff who travel to conduct State of Indiana business or represent the State in anyway during travel are required to do so in conformance with Financial Management Circular # 97-1.1 as issued July 1, 1997. These regulations are still in effect and have not been rescinded in whole or in part. As well, there have not been any raises in the rates of reimbursement for travel related expenses; i.e., mileage, subsistence, etc. The rates cited in the State Travel Regulations are still in effect. The only exception is the rate of reimbursement for hotels within the city of Indianapolis. Some of the hotels in downtown Indianapolis have raised their government rate to \$83 or \$85 per night, plus applicable taxes. These rates will be fully reimbursed to travelers for Indianapolis stays only. All other overnight stays will be reimbursed at the stated \$79 per night plus tax cited in the State Travel Regulations.

Item #1 – Travel Arrangements: Anyone who travels out-of-state on behalf of the State of Indiana for any reason must make all travel arrangements through Navigant. This includes state employees, contractors, speakers, new hires, interviewees, relocating employees, relocating new hires, commission board members, etc. With the exception of current state employees, all of the above require the prior approval of the Indiana Department of Administration (IDOA) and the State Budget Agency (SBA) via a contract document (for contractors/speakers) or through use of the required state form.

State employees who travel in-state on a routine basis may make their own hotel/motel reservations. Please be reminded to request the State Government rate (which is different from the Federal rate.) Should you experience problems locating hotel accommodations, you are free to contact Navigant for assistance. Navigant can be reached at 317/233-5418.

Item #2 – Prior Approval: Section 3-3 of FMC 97-1.1 states, “The Agency shall be responsible for the prior authorization of travel for both in-state and out-of-state Travel.” This means DWD is responsible for assuring that prior authorization of travel for both in-

state and out-of-state travel occurs. Prior approval for in-state travel is accomplished via the Form 2541. All staff who travel in pursuit of state business must complete a Form 2541 upon employment, change of supervisor, change of name or address, etc. in order to keep their information current for the DWD travel system. Supervisor must also complete a Form 2541 upon an employee's separation from DWD. Once submitted, the authorization will remain active the duration of the employee's employment with DWD. A new Form 2541 need only be submitted when there is a change in the employee's status as noted above.

Out-of-State travel must receive prior approval via use of State Form SF823, Authorization of Out-of-State Travel, and must be completed for each trip taken. The timelines and procedures for submission of the SF823 documents remain the same as outlined in DWD Communication #2002-32.

EFFECTIVE: July 1, 1997.

REVIEW DATE: June 30, 2005.

OWNERSHIP: Accounts Payable

ACTION: All Managers and Supervisors must ensure that these procedures are followed by all DWD staff. Managers and Supervisors are expected to review all travel reimbursement vouchers for conformance with these policies, prior to signing the vouchers and submitting them to Accounts Payable for payment processing. All questions may be addressed to Missy Wolfe, Accounts Payable Assistant Manager, at 233-6673 or Pat Tweedy, Accounts Payable Manager, at 232-7726.

CRM/PLT: pt